

**U.S. DEPARTMENT OF COMMERCE
U.S. Census Bureau**

**2010 CENSUS
EMPLOYMENT**

*Assistant Manager for Field
Operations (AMFO)
Greenville, SC*

28-09-D10-ERB-226

Three Steps to Successfully Submit Your Application

Step 1: Prepare

Your application packet must contain the following:

1. A resume or completed Application for Federal Employment (OF612). Make sure that it reflects your professional and/or volunteer experience that is **RELEVANT** to the position for which you are applying. ([Application form OF612.pdf](#))
2. Declaration for Federal Employment Background Questionnaire ([Declaration OF306.pdf](#))
3. In the attached Recruiting Bulletin, there are 3 questions called Evaluation Criteria that you must address. Circle the appropriate letter, which reflects your experience, and write a description of your experience that supports the letter you circled.

Step 2: Review

1. Do you meet the experience and qualifications for the position?
2. Did you circle the appropriate letter, which reflects your experience level and answer all evaluation criteria questions?

Step 3: Submit

1. Bring your completed application packet with you to your testing site on your scheduled testing day.
2. You must call to schedule your testing appointment by June 12, 2009.

**Charlotte Regional Census Center
3701 Arco Corporate Drive, Suite 250
Attn: Human Resources
Charlotte, NC 28273-7007**



**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
US Census Bureau
Recruiting Bulletin**

OPENING DATE: May 19, 2009

RECRUITING BULLETIN NO: 28-09-D10-ERB-226

LOCAL CENSUS OFFICE (LCO): Greenville, SC

CLOSING DATE: June 12, 2009

POSITION TITLE: Greenville LCO Assistant Manager for Field Operations (AMFO)

PAY RATE: \$ 20.75 per hour

NUMBER OF VACANCIES: One (1)

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.

WHO MAY APPLY: All citizens residing in the following counties of: Greenville and Spartanburg.

JOB DUTIES: Assistant Manager for Field Operations (AMFO):

Responsible for the direct supervision of 10-15 Field Operations and Office Operations supervisors and the indirect supervision of approximately 400-600 crew leaders and enumerators, at peak operation, who work outside the ELCO/LCO. Incumbent is responsible for accomplishing production and quality goals in field operations under their span of control. Conducts individual and group training sessions for their personnel, as necessary. Directly supervises the activities of Field Operations Supervisors. Determines assignment areas for data collection activities. Manages material and assignment preparation for all field operations in their control. Responsible for the activities of the entire field workforce and several office workers during all field operations under their control. Responsible for the completion of field work in a timely and cost efficient manner. Assures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation. Takes necessary corrective action to achieve goals. Acts as the principal technical advisor on field operations in the ELCO/LCO, answering inquiries from the Office Manager and Field Operations Supervisors. Responsible for the successful completion of all assigned field operations. Will supervise enumerators and/or crew leaders in smaller field operations, when no Crew Leader or Field Operations Supervisor is authorized.

QUALIFICATIONS and HOW TO APPLY: All applicants MUST:

- 1) Take a written management test – Applicants must take and pass a written test for LCO management positions. Call the 2010 Census Job Line at 866-861-2010 during the open period of the recruiting bulletin and schedule a testing date and time. The Job Line will prompt you to provide your zip code then you will be connected to a Local Census Office. Be prepared to provide the Recruiting Bulletin Number(s), and position title(s) for the jobs(s) you are seeking.**
- 2) Bring the following completed forms to the testing session for each position for which you are applying. (For example, if you are applying for 2 management positions, you must bring 2 copies of the OF-306, 2 resumes, and 2 copies of the Evaluation Criteria.)**

A. OF-306 form - Declaration of Federal Employment,

B. Your résumé or Optional Application for Federal Employment, the OF-612 form.

C. Completed Evaluation Criteria (See next page). Applicants must have at least the minimum experience in each of the three areas contained in the Evaluation Criteria. Your experience for all three Evaluation Criteria must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Field Operations. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience and defend your selection as instructed. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

D. Applicants claiming 5-point veteran’s preference must submit a DD-214 to receive preference. Applicants claiming 10-point veteran’s preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veteran’s preference.

Bring A, B, C and D (D if applicable) to your testing session.

Printed Name: _____

LCO: Greenville, SC

EVALUATION CRITERIA STATEMENT FOR Assistant Manager for Field Operations (AMFO)

| COLUMN A | COLUMN B |
|---|--|
| Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B. | <p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the employer from your attached resume or other application form that verifies the answer you selected. AND 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. |
| <p>1. Please select the answer that best describes your experience managing time-critical production or quality control operation.</p> <ul style="list-style-type: none"> a. As my primary responsibility, I have experience with all of the following: <ul style="list-style-type: none"> (i) Managing a staff of 50 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); managing employees who worked in multiple geographic locations; and (ii) Analyzing budget, quality, and production data reports in order to identify problems and implement corrective actions. b. As my primary responsibility in a former position, I have experience with both of the following: <ul style="list-style-type: none"> (i) Managing a staff of 20 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); and (ii) Analyzing budget, quality, and production data in order to identify problems and implement corrective actions. c. I have experience with both of the following: <ul style="list-style-type: none"> (i) Managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s); and (ii) Using various management reports to identify problems and recommend or implement corrective actions. d. My experience is less than what is described above. | <p><i>Response must support answer circled in Column A.</i></p> <p>1.Employer’s Name: _____</p> <p>Employer’s Address: _____</p> <p>_____</p> <p>Employer’s Phone: _____</p> <p>2. Write description of your experience that supports your answer.</p> <p style="text-align: center;">DO NOT STATE “SEE RESUME”</p> <hr/> <div style="height: 80px;"></div> |
| | Additional employers may be listed as needed. |

Printed Name: _____

LCO: _ Greenville, SC

**EVALUATION CRITERIA STATEMENT FOR
Assistant Manager for Field Operations (AMFO)**

COLUMN A

2. Please select the answer that best describes your experience in training, developing, and disciplining employees. (Circle the appropriate letter.)

- a. I have experience making critical personnel decisions for a staff of at least 50 people. Specifically, for this office, I was responsible for all of the following: training, evaluating, promoting **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I was directly responsible for promoting employees **and** I have been responsible for the termination/firing of employees.
- b. I have experience making critical personnel decisions for a staff of at least 20 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates. I have been responsible for the termination/firing of **at least one** employee.
- c. I have experience making critical personnel decisions for a staff of at least 10 people. Specifically, I was responsible for all of the following: training, evaluating **and** disciplining my subordinate staff. I have evaluated the performance of employees, which included making performance distinctions between subordinates, but I did not have to fire/terminate an employee.
- d. My experience is less than what is described above.

COLUMN B

Response must support answer circled in Column A.

1. Employer's Name: _____

Employer's Address: _____

Employer's Phone: _____

2. Write description of your experience that supports your answer.

DO NOT STATE "SEE RESUME"

Additional employers may be listed as needed.

Printed Name: _____

LCO: Greenville, SC

EVALUATION CRITERIA STATEMENT FOR Assistant Manager for Field Operations (AMFO)

| COLUMN A | COLUMN B |
|--|---|
| <p>3. Please select the answer that best describes your experience demonstrating the ability to establish effective working relationships with organizations with unique cultural, community, religious or other characteristics.</p> <p>a. I have experience establishing working relationships with diverse cultural, community, religious, or other nongovernmental organizations to gain support or participation in organizational programs. This experience included preparing and giving speeches and/or presentations to these unique organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>b. I have experience establishing working relationships with organizations outside of my place of employment to gain support or participation in organizational programs. However, these organizations were not diverse cultural, community, religious, or other nongovernmental organizations. This experience included preparing and giving speeches and/or presentations to these organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited primarily to internal customers within my organization. This experience included preparing and giving speeches and/or presentations to these internal customers.</p> <p>d. My experience is less than what is described above.</p> | <p><i>Response must support answer circled in Column A.</i></p> <p>1. Employer's Name: _____</p> <p>Employer's Address: _____</p> <p>Employer's Phone: _____</p> <p>2. Write description of your experience that supports your answer.</p> <p>DO NOT STATE "SEE RESUME"</p> <hr/> <p>Additional employers may be listed as needed.</p> |

APPLICATION DEADLINE: Your testing appointment must be scheduled during the open period of the Recruiting Bulletin.

OTHER INFORMATION: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program. This means that your work schedule may be changed from full-time to part-time, or intermittent to accommodate fluctuating workloads. Payment of relocation expenses IS NOT authorized.

THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.